

DOVER AREA SCHOOL DISTRICT

8th GRADE COMPUTER APPLICATIONS PLANNED INSTRUCTION/CURRICULUM GUIDE

PART A

COURSE DESCRIPTION: Eighth grade computer class is intended to provide an opportunity for students to further explore the use of computers for document production through the use of word processing, spreadsheeting, database, desktop publishing, integration, and presentation software.

GRADE(S): 8 **COURSE LENGTH:** One Semester **DURATION:** 80 Minutes **FREQUENCY:** Alternating Days

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TIME (WEEKS/CLASSES)	UNIT CONTENT/CONCEPTS/ PROCESS	STATE STANDARD (NAT. STANDARD)	INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES	MATERIALS AND RESOURCES
1 day presentation Ongoing reinforcement	SPREADHSEETING <u>Create a Spreadsheet</u> Students will: -open a new spreadsheet document -save the document -plan the spreadsheet <u>Open, Enter, Edit, and Format Labels</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	
1 day presentation Ongoing reinforcement	Students will: -open a document -save the document as a revised document -shrink the Help menu -identify the parts of a spreadsheet -move to and select a specific cell -enter labels -delete labels -edit labels -format labels in a spreadsheet -format a range of cells -close a document	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer/Printer Textbook Audio-visual materials Supplemental materials

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2 day presentation Ongoing reinforcement	<u>Enter, Edit, and Format Values</u> Students will: -enter values -delete values -edit values -format values <u>Calculate Values Using Formulas</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer/Printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	-Students will: -use an addition, subtraction, multiplication, and division formula -use the Fill Down command -set a cell style -use the Formulas command <u>Calculate Values Using Functions</u>	3.6.7.D		
2 day presentation Ongoing reinforcement	Students will: -use the SUM, AVG, COUNT, MIN, and MAX functions -use the Fill Right command -use the Formulas command <u>Change the Structure of a Spreadsheet</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer/Printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	Students will: -insert rows -delete rows -change column width -copy cells -cut and paste cells -add a header and footer -set the margins -set the page orientation -preview a document --print a document	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer/Printer Textbook Audio-visual materials Supplemental materials

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5 day presentation Ongoing reinforcement	<u>Create Charts</u> Students will: -create a pie chart -create a bar chart with multiple rows -create a stacked bar chart -create a mixed bar and line chart -create a line chart -print a chart WORD PROCESSING <u>Formatting</u>	3.6.7.D 2.2 2.5 2.6 2.8	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer/Printer Textbook Audio-visual materials Supplemental materials
5 day presentation Ongoing reinforcement	<u>Documents</u> Students will: -learn how to mathematically determine margins to be used for word processing documents	2.3	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Handouts Plain paper Rulers Audio-visual materials
20 day presentation Ongoing reinforcement	Students will key: -announcements -personal notes -personal business letters -short reports -outlines -class notes -book reviews -tables -reports with tables -short reports with enumerated items -short reports with citations -title pages -references/works cited -agendas -minutes of meeting -budgets with leaders -table of content with leaders	3.6.7.D	Teacher presentation Teacher demonstration Student application	Computer and printer Handouts Audio-visual materials Supplemental materials

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10 day presentation Ongoing reinforcement	<u>Language Arts</u> Students will apply correct language arts rules to documents requiring: -commas -semicolons -numbers -parts of speech -grammar usage -proofreader's marks	3.6.7.D	Teacher presentation Student application Discussion-group and individual	Computer and printer Handouts Audio-visual materials Supplemental materials
5-10 min. per class	<u>Alphanumeric Keyboard Review</u> Students will: -demonstrate the proper techniques -demonstrate the appropriate skills through the use of touch typing on the alphanumeric keyboard	3.6.10.C	Student application Drill/practice	Computer and printer Textbook
1 time/6 day cycle	<u>Timed Writings</u> Students will: -use their skills and techniques to key with an increase in speed and decrease in errors DATABASE <u>Create a Database</u>	3.6.7.D	Student application	Timed writing software Timed writing chart
1 day presentation Ongoing reinforcement	Students will: -open a new database -save the database -plan the database -preview the database -print the database	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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2 day presentation Ongoing reinforcement	<u>Open and Edit Data in a Database</u> Students will: -open a database document -save the document as a revised document -change to form and list views -edit data -delete data -copy text in a database document <u>Add and Delete a Database Record</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	The students will: -add a database record in form and list view -delete a database record in list and form view -undo a deleted record -delete more than one record at a time <u>Change the Structure of a Database</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	Students will: -rename fields -add fields -delete fields -move fields -change field sizes -change the style of field names and data -change font and font sizes -set field attributes	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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2 day presentation Ongoing reinforcement	<u>Sort the Data in a Database</u> Students will: -sort a text field in ascending and descending orders -sort a numeric field in ascending and descending orders -sort a data field in ascending and descending orders	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	<u>Search and Filter the Data in a Database</u> Students will: -find a specific record -find a group of records -filter records	3.6.7D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	<u>Create and Print Reports</u> Students will: -create a new report using all records -create a new report using specific records	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	<u>Create Special Database Reports</u> Students will: -create a report with specific fields -create a report with total and subtotals -create a report with calculated fields	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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<p>1 day presentation Ongoing reinforcement</p> <p>2 day presentation Ongoing reinforcement</p> <p>2 day presentation Ongoing reinforcement</p>	<p>DESKTOP PUBLISHING</p> <p><u>Create a Desktop Publishing Document</u></p> <p>Students will: -open a new desktop publishing document -save the document</p> <p><u>Arrange Text</u></p> <p>Students will: -open a document -edit text -choose fonts -choose font styles and sizes -change the color of text -center text -preview document -print document -close the document</p> <p><u>Create a Border and Import a Graphic</u></p> <p>Students will: -create borders -insert a graphic from Microsoft ClipArt Gallery -insert a graphic from on outside program</p>	<p>3.6.7.D</p> <p>3.6.7.D</p> <p>3.6.7.D</p>	<p>Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning</p> <p>Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning</p> <p>Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning</p>	<p>Computer and printer Textbook Audio-visual materials Supplemental materials</p> <p>Computer and printer Textbook Audio-visual materials Supplemental materials</p> <p>Computer and printer Textbook Audio-visual materials Supplemental materials</p>

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2 day presentation Ongoing reinforcement	<u>Move and Change a Graphic</u> Students will: -move the graphic -change the graphic and text INTEGRATION <u>Integrate a Database Document into a Word Processing Document</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	Students will: -open a word processing document -prepare and edit the word processing document -open the database file -prepare and copy the database information -paste the database information into a word processing document -preview and print the word processing document -save and close the documents Integrate a Spreadsheet Document into a Word Processing Document	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	Students will: -open the word processing document -prepare and edit the word processing document -open the spreadsheet document -remove gridlines from the spreadsheet -create a range to be inserted into the word processing document -insert the spreadsheet information into a word processing document -process	3.6.7.D	Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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2 day presentation Ongoing reinforcement	<u>Integrate a Spreadsheet Chart into a Word Processing Document</u> Students will: -open the word processing document -edit the word processing document -open the spreadsheet document -prepare and name the spreadsheet chart -insert the spreadsheet chart into a word processing document -change the spreadsheet and view changes in the chart PRESENTATION SOFTWARE <u>Create a Presentation</u>			
1 day presentation Ongoing reinforcement	Students will: - use the blank presentation option - use auto layout - use the template option - insert text in a presentation - add slides to a presentation - create a summary slide - save a presentation <u>Open, Edit and Print a Presentation</u>		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	Students will: - open an existing presentation - move around in a presentation - work with slide views - check the spelling in a presentation - print a presentation - change a slide's layout - apply a different template - insert objects in a presentation - correct errors with undo		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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1 day presentation Ongoing reinforcement	<u>Move, Copy and Delete Slides</u> Students will: - move slides - copy slides - duplicate slides		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	<u>Views</u> Students will: - work in slide sorter view - work in outline view		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	<u>Format Features</u> Students will: - use data created in other programs - import and export an outline created in word processing - link a spreadsheet - select and align text - enhance text appearance through size, font face, color, style, and special effects - copy text formatting - move and copy text - adjust paragraph spacing - work with objects		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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2 day presentation Ongoing reinforcement	<u>Masters</u> Students will: - create a slide master - create title master - work in slide master view - insert footer text - change bullets		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	<u>Objects</u> Students will: - work with rulers and guides - use floating toolbars - create graphic objects - work with shapes		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	<u>Templates</u> Students will: - create a custom template - work with custom templates		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials
2 day presentation Ongoing reinforcement	<u>Charts and Tables</u> Students will - create a chart - create a table - import charts - change chart type - insert table - format a table - change column width/row height of table		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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2 day presentation Ongoing reinforcement	<u>Setting up a Slide Show</u> Students will: - check slides for style and consistency - show a presentation - add transition, sound and timings - hide slides - work with animation - use the animation effects toolbar - create notes pages and handouts - work with notes master and master handouts - set up and run a presentation - create continuously running presentations		Teacher presentation Teacher demonstration Student application Discussion-group and individual Problem solving Cooperative learning	Computer and printer Textbook Audio-visual materials Supplemental materials

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PART B

GRADE: 8

OPPORTUNITIES FOR INTEGRATION	ENRICHMENT, AND EXPANDED OPPORTUNITIES	REMEDICATION AND INTERVENTION STRATEGIES	ASSESSMENTS AND PORTFOLIO OPPORTUNITIES
<p>Across the curriculum activities provided through supplemental materials for all core subject areas using: Word processing, spreadsheeting, database, and desktop publishing</p>	<p>Additional word processing, database, and spreadsheeting files using supplemental materials provided by textbook publisher and other outside sources</p>	<p>Additional time given for assignment completion</p> <p>Shorter assignments</p> <p>Corrected copy provided for learning support students</p> <p>Chunk hand-written assignments and worksheets</p>	<p>Written assessment through tests, quizzes, and worksheets</p> <p>Teacher observation</p> <p>Student-generated documents</p> <p>Computer folder</p>